



INFORMATION SHEET FOR ALL COUNSEL APPOINTED UNDER THE CRIMINAL JUSTICE ACT TO REPRESENT INDIGENT DEFENDANTS

Enclosed please find a CJA 20 form which is the order appointing you to represent a defendant pursuant to Title 18, U.S.C., Section 3006A. This form is to be used to submit your claim for compensation within forty-five (45) days after final disposition of the case in the District court.

The following information is covered by the Criminal Justice Act (CJA), Title 18, U.S.C., Section 3006A and should assist you in the completion of the CJA 20 form.

1. LIMITATIONS

- A. **Hourly Rates** The new hourly panel attorney rates of \$75 in-court and \$55 out-of-court will apply to work performed on or after April 1, 2001. Rates in affect prior to this change were: \$70 in-court and \$50 out-of-court. Reasonable travel time may be claimed at \$55 per hour for travel in excess of one hour round trip. **Time must be reported in 1/10 hours only.**
- B. **Maximum Compensation** Compensation (exclusive of allowable expenses) is limited as follows:
- (1) **Felonies:** \$5,200 for trial court level
\$3,700 for appeal
 - (2) **Misdemeanors:** \$1,500 for trial court level
\$3,700 for appeal
 - (3) **18 U.S.C. § 4106A** (commonly referred to as an International Parole proceeding):

\$1,200 for trial court level
\$3,900 for appeal

The mission of the Office of the Clerk is to provide the highest quality support to the judges and chambers staff of the Northern District of Florida in their roles of administering justice to the citizens of this district.

- (4) **Other representations** (i.e., probation violation, supervised release hearings, parole proceedings, material witness in custody, contempt, and grand jury witness):

\$1,200 for trial court level

\$1,200 for appeal

- (5) **Non-capital habeas** (i.e., 28:2241, 2254, 2255, and non-death penalty cases):

\$5,200 for trial court level

\$3,700 for appeal

- C. **Compensation of Co-Counsel** Unless appointed in accordance with paragraphs 2.11B or 6.01 A, co-counsel or associate attorneys may not be compensated under the Act. However, an appointed counsel may claim compensation for services furnished by a partner or associate or, with prior authorization by the court, counsel who is not a partner or associate, within the maximum compensation allowed by the Act, separately identifying the provider of each service.

- D. **Claims in Excess** Claims in excess of maximum amounts must be accompanied by a detailed memorandum, supporting and justifying that the representation given was in an extended or complex case and that excess payment is necessary to provide fair compensation.

2. REIMBURSABLE OUT-OF-POCKET EXPENSES

- A. **Transcripts** Court authorized transcripts may be claimed as a reimbursable expense; however, requests for and reimbursement of transcripts authorized by the Court must be submitted on a CJA 24 form. CJA 24 forms are available from the Clerk's Office upon your request.
- B. (1) **Travel Limitations** Round trip travel in excess of 200 miles or any travel requiring an overnight stay must be approved by the Court **prior to travel**, except that appointed counsel may attend any scheduled court proceeding upon notice of such proceeding without prior authorization.
- (2) **Travel Expenses** Travel by privately owned automobiles should be claimed at 31 cents per mile up to 1/13/2000, 32.5 cents up to January 21, 2001, and 34.5 cents thereafter plus parking fees, ferry fees, etc. Per diem in lieu of subsistence is not authorized; therefore, expenses for meals and lodging incurred represent out-of-pocket expenses and are subject to

the limitations placed upon federal judicial employees not to exceed a daily rate as follows:

Gainesville	\$142.50	
Pensacola	\$127.50	
Tallahassee	\$148.50	
Panama City	\$165.00	(3/1/2001-9/15/2001)
	\$139.50	(9/16/2001-9/30/2001)
	\$168.00	(10/1/2001-Present)

Expenses for travel on the last day and where no overnight stay is required are limited to \$38.00.

- C. **Supporting Documentation** All travel expenses and miscellaneous expenses which exceed \$50 must be supported by documentation (receipts, canceled checks, etc.).
- D. **Record Keeping of Contemporaneous Time Records** Appointed counsel must maintain contemporaneous time and attendance records for all work performed, including work performed by associates, partners, and support staff, as well as expense records. Such records, which may be subject to audit, must be retained for three years after approval of the final voucher for an appointment.
- E. **Computer Assisted Legal Research** The cost of computer assisted legal research equipment used by appointed counsel may be allowed as a reimbursable out-of-pocket expense, provided that the total amount approved for computer assisted legal research does not exceed the total amount of attorney compensation that reasonably would have been approved if counsel had performed the research manually. Whenever appointed counsel incurs charges for computer assisted legal research, the following should be attached to the compensation voucher:
- (1) a brief statement setting forth the issue or issues that were the subject matter of the research;
 - (2) an estimate of the number of hours of attorney time that would have been required to do the research manually; and
 - (3) a copy of the bill and receipt for the use of the equipment or an explanation of the precise basis of the charge (e.g., indicating the extent to which it was derived by proration of monthly charges, or by charges identifiable to the specific research).

3. INVESTIGATIVE, EXPERT, OTHER SERVICES

- A. **Request** Request for such services may be made *ex parte* and heard *in camera* unless consented to otherwise by the defendant. Requests should be submitted on a CJA 21 form. To acquire CJA 21 forms counsel must file a motion and proposed order with the court in advance of the service.
- B. **Interpreter Services** Requests for interpreter services should be approved by the court on a CJA 21 form prior to contacting and engaging the services of an interpreter.
- C. **Limitations** With **prior approval**, \$1,000; without prior approval, \$300.
- D. **Excess Compensation** Claims in excess of \$1,000 may be approved for request for services authorized **prior** to the performance of such service. Advance approval should be obtained from the Court and the Chief Judge of the Circuit.

4. WITNESS SUBPOENAS

- A. **Request** Witness subpoenas for indigent defendants are governed by **Rule 17(b)**, Federal Rules of Criminal Procedure. This rule should be reviewed and motions filed well in advance of hearings and/or trial.

6. PUBLIC DISCLOSURE OF CJA ATTORNEY PAYMENT INFORMATION

Please see the Fiscal Year 1998 Judiciary Appropriations Act, Public Law 105-119 which amended the provision of the Criminal Justice Act (CJA), 18 U.S.C. 3006A as it pertains to public disclosure of CJA attorney payment information.

Please call the Clerk's Office in your location regarding any questions you may have about your appointment.

Attachments

- Worksheet Instructions
- Worksheet Forms
- General CJA Instructions w/CJA 20 form

IN-COURT HOURLY WORKSHEET FOR CJA APPOINTED COUNSEL

In-court hourly rate is \$75.00*See Information Packet for Prior Rate Periods

Defendant Name_____

Date	Brief Description of Services	Arraignement and/or Plea	Motions Requests	Hearings	Trial	Sentence Revocation	Other
Totals							

OUT-OF-COURT WORKSHEET FOR CJA APPOINTED COUNSEL

Out-of-court hourly rate is \$55.00* See Information Packet for Prior Rate Periods

Defendant Name _____

Date	Brief Description of Services	Interviews and Conferences	Obtaining/ Reviewing Records	Legal Research Writing	Travel Time	Investigative/ Other Work	
Totals							

OTHER EXPENSE WORKSHEET FOR CJA APPOINTED COUNSEL

Defendant Name_____

Date	Brief Description of Services	Mileage and Parking	Meals and Lodging	Copying	Postage	Telephone and Telegram	Other
Totals							

INSTRUCTIONS FOR IN-COURT and OUT-OF-COURT HOURLY WORKSHEET (Rev. 10-16-00)

This worksheet was devised to standardize the itemization and documentation of hourly totals for in-court and out-of-court services performed by court-appointed counsel in the defense of a client under the Criminal Justice Act (CJA). Each attorney should provide the following on the worksheet:

1. The case number and defendant name pertaining to the claim
2. For each in-court and out-of-court service rendered provide the following:
 - a. the date the service was performed
 - b. a brief description of the service performed
 - c. the time spent performing the service

The time spent performing the services must be reported in 1/10 hours, using percentages; i.e., .2, .5, etc. In addition, the time reported will be listed under the appropriate in-court and out-of-court service categories; i.e., arraignment and/or plea, motions and requests, bail hearings, etc.

Once all in-court and out-of-court services have been documented, the hours column pertaining to each service category will be totaled. If more than one page is required they should be numbered as follows: page 1 of 3, page 2 of 3, etc., and a page total should be provided on each page. A grand total of all page totals should be provided on the final page. The grand total hours for each service category will then be transferred to items 15 (in-court) and 16 (out-of-court) of the CJA 20 in the box under column entitled "Hours Claimed." The in-court and out-of-court compensation should then be calculated, multiplying the applicable rate per hour by the total hours, and that figure placed in the "Total Amount Claimed" column.

Once all necessary information has been completed and transferred to the CJA 20, the in-court and out-of-court hourly worksheets must be attached to the CJA 20.

INSTRUCTIONS FOR OTHER EXPENSE WORKSHEET

This worksheet was devised to standardize the itemization of other reimbursable expenses incurred by court-appointed counsel in the defense of a client under the Criminal Justice Act (CJA). Each attorney should provide the following on the worksheet:

1. The case number and CJA 20 defendant name pertaining to the claim
2. For each item of other expense incurred provide the following:
 - a. the date incurred
 - b. a brief explanation of the expense
 - c. the amount of expense incurred

Attach supporting documentation; i.e., receipts, canceled checks and invoices for all expenses in excess of \$50.00. Such expense items as mileage and copying should show the total miles and pages, respectively, multiplied by the applicable rate to arrive at the expense incurred. The expense incurred should then be listed under the appropriate other expense category; i.e., mileage, parking, meals, etc.

Once all other expenses have been itemized, total each column, listing the total amount. Transfer and list other expense categories and their applicable totals, using the spaces provided on items 17 and 18 of the CJA 20 in the box under column entitled "Total Amount Claimed." The other expense worksheet, along with any supporting documentation, must be attached to the CJA 20.

INSTRUCTIONS FOR CJA FORM 20
APPOINTMENT AND AUTHORITY TO PAY COURT APPOINTED COUNSEL

Read these instructions carefully before completing the form. Accuracy and thoroughness will aid in the prompt payment of the claim. If possible, use a typewriter to complete the form; otherwise, write legibly with a ball point pen (preferably black or dark blue ink). If the form is system generated, Items 1 through 12 and 14 will be preprinted on the form. Attach an itemized statement of the services provided and expenses incurred. Give the date and the number of hours claimed for each service provided. Provide dates for and a description of the expenses incurred. For additional guidance, see the *Guidelines for the Administration of the Criminal Justice Act and Related Statutes (CJA Guidelines)*, Volume VII, *Guide to Judiciary Policies and Procedures*, which is available for reference in the Clerk's office.

Appointed counsel may obtain investigative, expert, and other services necessary for adequate representation in accordance with the procedures set forth in subsection(e) of the Criminal Justice Act (CJA), 18 U.S.C. §3006A. Prior authorization from the presiding judicial officer is required for all such services where the cost, excluding expenses, will exceed \$300. Failure to obtain prior authorization will result in the disallowance of any amount claimed for compensation in excess of \$300, unless the presiding judicial officer, in the interest of justice, finds that timely procurement of necessary services could not await prior authorization. Payment for these services should be claimed directly by the service provider on a CJA Form 21, "Authorization and Voucher for Expert and Other Services."

Vouchers shall be submitted no later than 45 days after the final disposition of the case, unless good cause is shown (Paragraph 2.21A, *cja guidelines*). All payments made pursuant to this claim are subject to post-audit; contemporaneous time and attendance records as well as expense records must be maintained for three years after approval of the final voucher (paragraph 2.32, *cja guidelines*). Any overpayments are subject to collection, including deduction of amounts due from future vouchers.

- Item 1.** **CIR./DIST./DIV. CODE:** This six-character location code is the circuit, district, and divisional office codes of the court where the proceedings for the person represented are held.
- Item 2.** **PERSON REPRESENTED:** Give the full name of the person whom you were appointed to represent.
- Items 3-6.** **DOCKET NUMBERS:** Provide the case file or miscellaneous number assigned by the court. Enter the number using the last two digits of the calendar year (YY), the sequential number assigned by the court (NNNNN), and the defendant number (DDD) as shown on the indictment or charging document. Thus, the format of the docket number is YY-NNNNN-DDD. **Note:** If two or more cases are heard or tried together for the person represented, complete a separate voucher for each case in which representation is provided (i.e., for each docket number listed). Prorate the total time among the cases. On supporting documentation, cross reference all related claims for which costs are prorated.
- Item 7.** **IN CASE/MATTER OF (CASE NAME):** In criminal cases, enter *U.S. vs. Defendant's Name*. If it is a multiple defendant case, give the case cite as provided on the indictment or information (e.g., *U. S. vs. Lead Defendant's Name, et al*). If the person represented is not a defendant (e.g., material witness), enter the first named defendant in the court's recording of the case. If this is a civil case (e.g., habeas corpus), enter the *Name of the Petitioner vs. the Name of the Respondent* and include the respondent's title. If other than a civil or criminal case (i.e., miscellaneous matters), enter "*In the Matter of*" followed by the *Name of the Person Represented*.
- Item 8.** **PAYMENT CATEGORY:** Check the appropriate box that establishes the statutory threshold for representation in this case type. If "Other" payment category is checked, specify the category within the scope of the CJA. See paragraph 2.22 B(2) of the *CJA Guidelines*.

Item 9. TYPE PERSON REPRESENTED: Check the box that defines the legal status of the person represented.

Item 10. REPRESENTATION TYPE: From the list below, select the code that describes the type of representation:

CC A defendant charged in a criminal case with an offense(s) that is a felony, misdemeanor, or petty offense under the United States Code, or an assimilated crime under a state code including ancillary matters.

NT A new trial either directed from the court of appeals on remand or as a result of a mistrial

MA Motion attacking a sentence (28 U.S.C. § 2255)

MC Motion to correct or reduce sentence (Fed. R. Crim. P. 35)

HC Habeas corpus, non-capital (28 U.S.C. § 2254)

BP Bail Presentment

WI Material Witness (in custody)

WW Witnesses (Grand Jury, a Court, the Congress, a Federal Agency, etc.)

PR Probation Revocation

PA Parole Revocation

SR Supervised Release Hearing

EW Extraordinary Writs (Prohibition, Mandamus)

CH Mental Competency Hearings (see Chapter 313 of Title 18 U.S. Code)

PT Pretrial Diversion

EX Extradition Cases (Foreign)

Other (e.g., line ups, consultations, prisoner transfer, etc.)

FOR DEATH PENALTY CASES, USE THE CJA FORM 30 AND APPLICABLE TYPE OF REPRESENTATION CODES

Item 11. OFFENSE(S) CHARGED: Cite the U.S. Code, with title and section, or other code citation of the offense or offenses (list up to five) with which the person represented is charged. If other than a federal code is cited, state the statutory maximum period of confinement authorized for the offense. If a civil matter, such as a habeas corpus representation or a motion attacking sentence, cite 28 U.S.C. § 2254 or 28 U.S.C. § 2255, respectively. For direct appeals from a case disposition, cite the major offense (U.S. Code, title and section) for which the defendant was convicted.

Items 12/14. ATTORNEY'S NAME AND MAILING ADDRESS and NAME AND MAILING ADDRESS OF LAW FIRM: Complete Item 12 with the legal name and address of the attorney appointed to represent the person whose name is shown in Item 2. If prior to your appointment for representation, you had a pre-existing agreement with a law firm or

corporation, including a professional corporation, indicating that CJA earnings belong to the law firm or corporation, rather than to the court-appointed attorney/payee, provide the name and mailing address of that law firm or corporation in Item 14. This information will allow earnings to be reported to the Internal Revenue Service (IRS) on a 1099 Statement as earnings of the law firm or corporation and not as the earnings of the attorney appointed. *(Note: Information about a pre-existing agreement, including the Taxpayer Identification Number (TIN) of the law firm or corporation, should be provided to the court staff when the attorney is admitted to the panel or at initial appointment to a case.)*

- Item 13. COURT ORDER:** Check the box that describes the type of counsel appointed. If appointed as a substitute counsel, give the name of the previous counsel and the appointment date. If appointed as a "Standby Counsel," check "Other" and attach a court order establishing this type of appointment in accordance with paragraph 2.17 of the *CJA Guidelines*. Also check "Other" if counsel is appointed pursuant to 28 U.S.C. § 1875(d)(1) to protect a juror's employment rights, and attach the court order appointing counsel for this purpose. The remaining portion of this item will be completed by the clerk of court or other court-designated person. The presiding judicial officer or clerk of court must sign and date this court order to validate the appointment. If services were provided prior to court appointment, the presiding judicial officer may wish to ratify the previous service by indicating a "nunc pro tunc" date that covers the services prior to appointment. No other court order is necessary. Indicate whether the court orders full or partial repayment of the cost for representation from the person represented at the time of appointment by checking "Yes" or "No."
- Item 15. IN-COURT SERVICES:** Enter the total number of hours claimed (in hours and tenths of an hour) for each applicable in-court service category. To support the totals entered in each category, attach to the voucher an itemization of services, by date, and indicate the number of hours for each service. Enter the total in-court hours where required on the form, and multiply the total number of in-court hours claimed by the hourly rate in effect for the place of holding court in which the representation is provided or the attorney maintains his or her principal office. If the case is an appeal to the court of appeals, enter the higher of the rates per hour in effect for the place of holding court in which the attorney maintains his or her principal office or the place of holding court out of which the case arose. Enter the total amount claimed in the appropriate box on the form.
- Item 16. OUT-OF-COURT SERVICES:** Complete according to the instructions above for in-court time, using the applicable out-of-court hourly rate of compensation.
- NOTE:** The "FOR COURT USE ONLY" column will reflect any mathematical or technical adjustments to the claim during the judicial approval process or changes during a required additional review of the chief judge of the court of appeals (or delegate).
- Item 17. TRAVEL EXPENSES:** Travel related expenses that are incidental to the representation (e.g., transportation, lodging, meals, car rental, parking, bridge, road and tunnel tolls, etc.) must be itemized on a separate sheet, indicating dates the expense was incurred. Attach supporting documentation (receipts, canceled checks, etc.) for all travel expenses. Travel expenses by privately owned automobile, motorcycle, or aircraft should be claimed at the rate in effect for federal employees at the time of travel. For overnight travel, reasonable expenses for lodging and meals will be reimbursed on an actual expense basis; per diem is not allowed. Counsel should be guided by prevailing limitations for travel and subsistence expenses of federal employees. The clerk of court can advise you of applicable rates and federal government travel regulations.
- Item 18. OTHER EXPENSES:** Itemize all reimbursable out-of-pocket expenses incidental to representation. Provide dates and a brief description of the expense. Enter the total claimed where required on the form. Submit supporting documentation (receipts, canceled checks, etc.) for single item expenses in excess of \$50. Reimbursable expenses may include, in

some circumstances, payments to law students or law clerks for legal research and assistance and the cost of computer assisted legal research (CALR) when conducted by counsel. See paragraphs 2.31 and 3.15 of the *CJA Guidelines* for an explanation. The following are not reimbursable expenses, and should not be claimed:

1. General office overhead, such as rent, telephone services, and secretarial services.
2. Expenses for items of a personal nature for the client (e.g., clothes, haircuts).
3. The cost of printing briefs. However, the cost of photocopying or similar copying service is reimbursable.
4. Fact witness fees, witness travel costs, and expenses for service of subpoenas. These expenses are not paid out of the CJA appropriation, but instead are paid by the Department of Justice pursuant to Fed. R. Crim. P. 17, and 28 U.S.C. § 1825. Contact the United States Marshal for payment procedures. See paragraph 3.13 of the *CJA Guidelines* for guidance on payment of witness fees generally.
5. Filing fees. These fees are waived for persons proceeding under the CJA.
6. The cost of allowable investigative, expert, or other services. (See Chapter III of the *CJA Guidelines*). Such services should be requested using a CJA Form 21.
7. Compensation taxes. Taxes paid on attorney compensation, whether based on income, sales or gross receipts are not reimbursable expenses.

Totals: Enter the Grand Totals where required by adding "in-court" and "out-of-court" totals, "travel" and "other expenses."

- Item 19. CERTIFICATION OF ATTORNEY/PAYEE FOR PERIOD OF SERVICE:** The person appointed by the court must certify dates of service for the representation. Indicate, where required, the date range for the services claimed on the voucher.
- Item 20. APPOINTMENT TERMINATION DATE, IF OTHER THAN CASE COMPLETION:** If the appointment is discontinued by order of the court (i.e., substitute counsel or reasons other than disposition of the defendant's case, such as fugitive defendant, appointment of federal defender, or retention of counsel by a defendant), give the effective date for termination of appointment.
- Item 21. CASE DISPOSITION:** Indicate case disposition for the person represented (e.g., dismissed, convicted/final plea guilty, probation revoked, other, etc.). Select a code from the table below.

	Type of Disposition	Code
District Court Criminal and Other Proceedings	Dismissed	1
	Acquitted by court, or government motion for judgment of acquittal granted	2
	Acquitted by jury	3
	Convicted/final plea guilty	4
	Convicted/final plea nolo	5
	Convicted/court trial	8
	Convicted/jury trial	9
	Mistrial	C
	Not Guilty/insane/court trial	E
	Guilty/insane/court trial	F
	Not guilty/insane/jury trial	G
	Guilty/insane/jury trial	H
	Other (PTD matters, other reps. Transfers)	X
Appeals	Affirmed	A
	Reversed	R
	Remanded	0
	Reversed in Part/Affirmed in Part	RA
	Affirmed in Part/Reversed in Part	AR
	Dismissed	1
Probation/Parole/ Supervised Release	Revoked	RV
	Restored	RS
Habeas/Petitions/Writs	Granted	GR
	Denied	DE

Item 22. **CLAIM STATUS:** Indicate, by checking the appropriate box, whether the voucher is (1) the final payment for the services, (2) an interim payment, or (3) a supplemental payment (an additional claim submitted after a final payment is made). If an interim payment, indicate the interim payment number. Complete the remaining portion of Item 22, and sign and date the affirmation statement before submitting the claim for court approval.

Items 23-28a. **APPROVED FOR PAYMENT:** The presiding judicial officer will indicate the amount approved for payment in each category (Items 23 - 26). These amounts will reflect any mathematical and technical adjustments to your claim. The "**TOTAL AMOUNT APPROVED/CERTIFIED**" for payment equals the amount approved in the major categories, less any amounts withheld for an interim payment.

SIGNATURE OF THE PRESIDING JUDICIAL OFFICER: If the total amount approved for payment (both in-court and out-of-court), not including expenses, is less than or equal to the statutory limitation, the claim will be processed for payment. The presiding judicial officer will sign and date the voucher indicating approval of the amount to be paid in Item 27. If compensation exceeds the statutory threshold for the representation, submit a detailed memorandum, supporting and justifying that the representation was provided in a complex or extended case and that the claim for the excess amount is necessary to provide fair compensation. Upon preliminary approval of the claim, the presiding judicial officer will (1) signify approval by circling the word "cert" (for word certified) in Item 27 and (2) forward the voucher to the chief judge of the court of appeals (or delegate) for approval of the excess amount. The **JUDGE CODE** will be provided by the court staff.

Item 29-33. **APPROVED FOR PAYMENT:** For payments in excess of the statutory limitation, the chief judge for the court of appeals (or delegate) will indicate the amount approved for payment in Items 29 - 32. This amount will reflect any adjustments in your claim resulting from additional technical or mathematical review by the chief judge (or delegate). The chief judge of the court of appeals (or delegate) will indicate the **TOTAL AMOUNT APPROVED** for payment of the claim, less any amounts withheld for an interim payment in Item 33.

Item 34. **SIGNATURE OF CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE):** Before the claim is paid for the excess amount, the chief judge of the appeals court (or delegate) must sign and date Item 34, approving payment for compensation that exceeds the statutory threshold. If approval is not granted, compensation will be limited to the statutory maximum for the representation and expenses as approved. The **JUDGE CODE** will be provided by the court staff.

CJA 20 APPOINTMENT OF AND AUTHORITY TO PAY COURT APPOINTED COUNSEL (5-99)

1. CIR./DIST./ DIV. CODE		2. PERSON REPRESENTED		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER		5. APPEALS DKT./DEF. NUMBER	
6. OTHER DKT. NUMBER					
7. IN CASE/MATTER OF (Case Name)		8. PAYMENT CATEGORY <input type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input type="checkbox"/> Appeal		9. TYPE PERSON REPRESENTED <input type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other:	
10. REPRESENTATION TYPE (See Instructions)					
11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) If more than one offense, list (up to five) major offenses charged, according to severity of offense.					
12. ATTORNEY'S NAME (First Name, M.I., Last Name, including any suffix), AND MAILING ADDRESS Telephone Number: _____			13. COURT ORDER <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs For Federal Defender <input type="checkbox"/> R Subs For Retained Atty. <input type="checkbox"/> P Subs For Panel Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name: _____ Appointment Date: _____ <input type="checkbox"/> Because the above-named person represented has testified under oath or has otherwise satisfied this Court that he or she (1) is financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so require, the attorney whose name appears in Item 12 is appointed to represent this person in this case, OR <input type="checkbox"/> Other (See Instructions)		
14. NAME AND MAILING ADDRESS OF LAW FIRM (Only provide per instructions)			Signature of Presiding Judicial Officer or By Order of the Court Date of Order _____ Nunc Pro Tunc Date _____ Repayment or partial repayment ordered from the person represented for this service at time of appointment. <input type="checkbox"/> YES <input type="checkbox"/> NO		

CLAIM FOR SERVICES AND EXPENSES				FOR COURT USE ONLY	
CATEGORIES (Attach itemization of services with dates)	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	MATH/TECH. ADJUSTED HOURS	MATH/TECH. ADJUSTED AMOUNT	ADDITIONAL REVIEW
In Court	15. a. Arraignment and/or Plea				
	b. Bail and Detention Hearings				
	c. Motion Hearings				
	d. Trial				
	e. Sentencing Hearings				
	f. Revocation Hearings				
	g. Appeals Court				
	h. Other (Specify on additional sheets)				
(RATE PER HOUR = \$) TOTALS:					
Out of Court	16. a. Interviews and Conferences				
	b. Obtaining and reviewing records				
	c. Legal research and brief writing				
	d. Travel time				
	e. Investigative and other work (Specify on additional sheets)				
(RATE PER HOUR = \$) TOTALS:					
17. Travel Expenses (lodging, parking, meals, mileage, etc.)					
18. Other Expenses (other than expert, transcripts, etc.)					
GRAND TOTALS (CLAIMED AND ADJUSTED):					

19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE FROM: _____ TO: _____		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment Number _____ <input type="checkbox"/> Supplemental Payment Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details on additional sheets. I swear or affirm the truth or correctness of the above statements. Signature of Attorney _____ Date _____					

APPROVED FOR PAYMENT - COURT USE ONLY				
23. IN COURT COMP.		24. OUT OF COURT COMP.		25. TRAVEL EXPENSES
				26. OTHER EXPENSES
				27. TOT. AMT. APPR./CERT.
28. SIGNATURE OF THE PRESIDING JUDICIAL OFFICER				28a. JUDGE/MAG. JUDGE CODE
29. IN COURT COMP.		30. OUT OF COURT COMP.		31. TRAVEL EXPENSES
				32. OTHER EXPENSES
				33. TOTAL AMT. APPROVED
34. SIGNATURE OF CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount.				34a. JUDGE CODE